

**NATIONAL FIRE ACADEMY**  
**Contract Instructor Scope of Work**

***BACKGROUND***

The Federal Fire Prevention and Control Act of 1974, Public Law 93-498, authorizes the National Fire Academy (NFA) to function as the national focal point for fire prevention and control training. The NFA provides volunteer and career fire service and allied professionals access to advanced training through on- and off-campus programs. The U.S. Fire Administration's NFA is located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

***OBJECTIVE***

The objective of this contract is to obtain the services of a qualified contract instructor who will deliver NFA courses following the Instructor Guide and Student Manual in a manner which reflects the highest standards of the adult education profession. Prior to, during and after delivery of the course, the contract instructor represents NFA and should therefore present him/herself accordingly. To ensure the highest quality of instruction, the NFA evaluates the performance of the instructor in accordance with this Statement of Work and evaluation instruments used in each training program.

***APPLICABLE DOCUMENTS***

The contractor (hereafter called "Instructor") shall perform classroom instruction and administration in conformance with the instructions and guidance provided in the following documents, as appropriate, for the program under which this contract is awarded. The contractor is responsible for being knowledgeable of and adhering to the following documents:

- NFA Course Instructor Guide and Student Manual
- Appropriate NFA Evaluation instruments
- All related DHS/EP&R/FEMA policies and instructions
- Course Roster
- Conduct on the NETC Campus (NETC Instruction 1100.1)
- NFA Human Dignity Statement
- NETC Vehicle Registration and Parking Policy (NETC Instruction 6250.1)
- NFA Graduation Procedures
- NFA Student Dress Code
- Stipend Forms
- Course Sponsor Coordination Plan
- Accountability/Inventory Record
- Assessment Reports: Sponsor and Instructor
- Course Assignment Information Sheet
- State Weekend Instructor Information Sheet

These documents may be obtained from the Program Manager or the procurement specialist.

***SCOPE OF WORK (All Courses)***

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Under this contract, the instructor shall deliver NFA courses as described in the tasks below. This scope of work applies to any course taught in the resident, regional delivery, direct delivery and state weekend programs. Program-specific requirements follow this scope of work. “Program Manager,” as described below, is the NFA staff manager responsible for course coordination, e.g., Training Specialist (resident courses), regional delivery program manager, etc.

Courses may be delivered on the NETC campus in Emmitsburg, Maryland, or at selected sites throughout the United States. All required instructional materials, classroom keys and audiovisual and laboratory equipment will be furnished by the Government and made available by the start of the course delivery.

The instructor shall:

1. participate in a telephone discussion with the Program Manager unless he/she convenes a pre-delivery meeting;
2. ensure that all audiovisual equipment, laboratory equipment (when applicable) are in proper working condition and instructional materials/aids, e.g., student handouts, etc., are available before class begins;
3. prepare for and deliver the course materials as prescribed in the Instructor Guide, including content, sequence, timing, audiovisual presentation and instructional methodology;
4. administer, correct and review quizzes, tests, final exams and assignments and papers as required for the program and maintain security over all teaching materials; e.g., tests, answer keys, answer sheets, and student grades. These materials shall not be reproduced in any manner or improperly distributed;
5. report student discipline problems to the Program Manager or local site representative as soon as possible;
6. on the first morning of class, correct the course roster, note “no shows” and return marked up rosters to the Program Manager at the first break;
7. keep an accurate student attendance record and submit the final, corrected roster to the Program Manager upon completion of the course;
8. administer and return all completed post-course evaluations to the Program Manager within the required timeframe;
9. present student certificates in accordance with established program procedures;

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10. return all reusable course materials for which the instructor has responsibility as directed by the Program Manager. If any equipment is damaged, lost or inoperative, the instructor shall report such findings to the Program Manager or local site representative;
11. remove excess papers, used flip chart paper and tape on walls or boards and ensure classrooms are left in a neat, orderly condition;
12. meet or discuss (telephone) with the Program Manager after the delivery and provide specific recommendations concerning the course, materials, equipment, etc., as appropriate;
13. ensure that all equipment is used properly and is not improperly removed from classrooms or laboratories; and
14. ensure that his/her ability to evaluate and treat students fairly and equitably is not comprised.
15. ensure against hostile environment incidents while conducting any class for the NFA. This includes (but is not limited to) admonishing students who make any comment that could be construed as offensive, and remaining alert for drifts in classroom atmosphere that could lead to inappropriate comments. Instructors will participate in Hostile Environment briefings during In-Service Training sessions and when on campus as advised by the Training Specialists.
16. be familiar with the DHS/EP&R/FEMA policies and instructions that deal with: equal opportunity in federal education and training programs, civil rights, equal opportunity and affirmative employment, accessible electronic and information technology, equal opportunity for persons with disabilities, sexual harassment and harassment and retaliation.
17. be familiar with the NFA Human Dignity Statement
18. participate in the Audiovisual Equipment Proficiency Program to keep abreast of new classroom technologies as advised by the Training Specialists.
19. maintain a current knowledge of and abide by NETC Emergency Plans including those for medical and fire incidents.

***PROGRAM-SPECIFIC REQUIREMENTS***

NOTE: All references to “days” are calendar days.

**On-Campus Resident and Off-Campus Regional Delivery Courses**

These courses are delivered by co-instructors, referred to as the “lead” and “support” instructors, under the general responsibility and monitoring of the course Training Specialist (TS) when teaching on campus or the Regional Delivery Program Manager (RDPM) when off campus.

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1. The lead instructor shall be responsible for general oversight of classroom activities during the course. Either instructor shall be prepared to deliver any of the units of instruction in the event of cancellation or unforeseen problems on the part of the other instructor. The lead instructor shall contact the support instructor to discuss and mutually agree upon which modules each instructor shall teach. The teaching responsibilities shall be evenly distributed. Final teaching assignments rest with the TS or RDPM, as appropriate;
2. Both instructors shall correct student papers and projects, as appropriate;
3. When not actually performing classroom instruction, such time shall be used solely in support of the contracted course delivery to prepare and complete course-related educational tasks as identified by the TS or RDPM. All instructors shall be available in the classroom building during the entire teaching day, except during scheduled meal periods. Any exception to this requirement must be approved verbally by the TS or RDPM; (See attached list of expected work activity when not actually teaching).
4. The lead instructor shall return all classroom keys to the Training Specialist on the final day of the course;
5. Regional Delivery instructors shall provide the RDPM and the local site contact with their travel itineraries at least 10 days in advance of the start of the delivery date;
6. The lead instructor shall: A) ensure all students sign the course roster and note "no shows" on the first morning of class, and transmit the final roster to the Program Manager within one day for on-campus resident courses and 7 days after the class for Regional Deliveries; and B) ensure that the student evaluation process is properly administered;
7. The lead instructor for Regional Deliveries shall ensure that the course roster is corrected and provided to the site host within the first hour of the first day of class and that all exam records, graded tests, and stipend forms are submitted to the local site representative upon completion of the course; and
8. The lead instructor for Regional Deliveries shall submit a signed Inventory and Accountability Record and post-course assessment to the RDPM within 7 days after completion of the course.

**Off-Campus Direct Delivery Courses**

This course shall be delivered by the instructor under the direction of the Direct Delivery Program Manager (DDPM). The instructor shall be responsible for general oversight of classroom activities during the course.

The instructor shall:

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1. contact, at least 30 days before the delivery, the A) State and local representative (listed on the course coordination plan) to discuss travel itinerary, lodging, classroom setup, etc., and B) DDPM to confirm receipt of instructional materials and discuss any other essential course/administrative information;
2. return the course roster and course evaluations to the DDPM within 7 days after the class;
3. inspect NFA-provided visuals for completeness and accuracy prior to arriving at the course site and call the DDPM if problems arise;
4. administer the examinations at the conclusion of the course. If the State requires the exam, the instructor shall collect the exams and answer key and turn them over to the State/local sponsor, then review the exam with the class as a teaching aid. In those States without an examination requirement, exams shall be administered and used as a tool to reinforce the learning objectives of the course;
5. complete and return a program assessment report 7 days after the course delivery to the DDPM; and
6. return instructional visuals within 24 hours upon completion of the course by 4th Class Special Handling mail (label is provided). In some cases, the DDPM will request the instructor to retain the visuals for assigned upcoming deliveries.

**State Weekend Courses**

This course shall be delivered by the instructor in coordination with the State Weekend Program Manager (SWPM). The instructor shall follow the time schedule prepared on the agendas for each individual weekend program and shall be responsible for general oversight of classroom activities during the course.

The instructor shall:

1. upon notification of award, contact the SWPM and discuss Friday night campus arrival time and any other essential course administrative information. The instructor shall arrive on campus before 9 p.m. on the Friday of the State Weekend to pick up the class roster, review the classroom setup, check the operation of supporting equipment and report any necessary corrections to the SWPM;
2. participate in a brief introduction meeting with other instructors, the SWPM and State staff members at 7:30 a.m. on the Saturday morning of the program in the State Weekend Operations Center in Building J, Room 124;
3. administer and review the examinations at the conclusion of the course. If the State requires the exam, the instructor shall collect the exams and answer key and give them to the State sponsor. The instructor shall review the exam with the class as a teaching aid. In those

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states without an examination requirement, exams shall be administered and used as a tool to reinforce the learning objectives of the course. The instructor shall collect the exam and answer keys and turn them over to the SWPM; and

4. complete and return a program assessment report within 7 days after the course delivery to the SWPM.

First-time instructors shall participate in a meeting the Friday evening of the State Weekend (time and location is provided by the SWPM) to learn the proper use of audiovisual equipment.

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**Expected Work Activity of NFA Instructors When Not Actually Teaching**

**NON “ON-THE-PLATFORM” TEACHING RESPONSIBILITIES**

1. Research current issues and prepare items to augment and supplement existing materials with recent lessons learned or late-breaking events.
2. Accomplish on-going review of course content and recommend improvements in editorial, format, pagination and content tracking of educational materials and supporting visuals.
3. Undertake necessary interaction with related USFA program office activities.
4. Plan for upcoming modules/course of instruction and carry-over to upcoming deliveries regarding presentation of new materials.
5. Prepare for next-up presentation(s).
6. Coordinate other class support activity (i.e., LRC, campus staff and/or contractors, etc.)
7. Grade course-specific papers and projects.
8. Coordinate and plan for required post-course evaluation of student projects (i.e., review of 6-month submissions in selected courses).
9. Advise appropriate NFA staff on equipment or facilities in need of repair or replacement.
10. Undertake assigned changes in computer support such as transferring selected slides/OHT's to Power Point<sup>TM</sup> software graphics.
11. Maintain all course teaching materials and in consultation with staff make minor routine classroom repairs of OHT's, slide trays, videotape containers, and insure proper labeling of support items, storage and security of materials following use, etc.
12. Accomplish routine maintenance specific to courses presented in labs (i.e., Fire Protection Systems Lab, etc. plus reference materials, books, handouts, charts, etc.)
13. Individual tutoring and counseling, both during and sometimes after the normal class day, for students having difficulties with class materials.
14. Provide “customer service” and technical assistance support to students, both in and outside of the classroom.
15. Assist individual and groups of students with class projects.
16. Serve as NFA's “first point of contact” ascertaining and recommending action on special student needs such as a minor injury, illness, or an unexpected need to depart early for a back home emergency, etc.
17. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis.
18. On a limited basis, serve as a guest lecturer in other classes.
19. Assist in the development of other instructor(s) and team-teach to mentor new support instructors.
20. Participate in appropriate and related miscellaneous activities on campus (i.e., EENET, Focus Group sessions, sharing of subject matter expertise with campus staff and contractors, etc.)
21. On occasion, operate without support of any kind during periods when the facility is in a weather emergency shut-down phase or delayed opening status but while classes remain in session.

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22. In the rare event of a classroom or building emergency, assist in the orderly safe evacuation of and accounting of students.